



PROGRAM SUPPORT HR TIPS

October 17, 2011

No. 17

E-Verifying of Employment

Does Act 402 of the 2011 Regular Session apply to the Paper Agencies?

Yes, as stated in [General Circular Number 2011-019](#), e-verifying of employees will apply to all public employees hired after August 15, 2011. This Act applies to unclassified as well as classified employees.

The Act provides that an employer shall not be subject to the civil penalties pursuant to the provisions of the law upon a showing of either:

- 1) The citizenship or work verification of every employee has been verified by the use of the federal E-Verify System; or
- 2) Each employee has provided a picture id and one of the following documents:
 - a) U.S. birth certificate or certified birth card;
 - b) Naturalization certificate
 - c) Certificate of citizenship
 - d) Alien registration card or
 - e) U.S. immigration form I-94

*We hope this **HR Tip** has been helpful to you. If you have any questions please contact Betty Davis at (225) 219-9534 or betty.l.davis@la.gov*